

Title 120—General Manual

Part 403 – Directives, Forms and Reports

Subpart B-Forms

WV403.10 Purpose

- (a) To provide West Virginia employees with procedures for forms management.
- (b) Complete a WV-120-24, “Request for Form Approval”, dated 12/03, http://www.wv.nrcs.usda.gov/intranet/wv_forms/04_reqapproval.pdf along with a draft copy of the form you are requesting approval. The WV-120-24, dated 12/03, will need to be signed by the employee requesting the form along with Supervisor/Program Manager and then forward to the Forms Manager. The Forms Manager will review with the ADM Manager and forward with recommendations to the State Conservationist.
- (c) A copy will be returned to the requester after approval or disapproval. If disapproved an explanation of what needs to be changed or corrected or why the form will not be adopted will be sent tot the requestor.

Upon approval you will need to provide an electronic copy of the form to the West Virginia Forms Manager.

This process will be followed for cancellation, revisions, etc. for all West Virginia Forms.

All approved West Virginia Forms will be maintained on the West Virginia NRCS Employees Web Page located at:

<http://www.wv.nrcs.usda.gov/intranet/wvforms.html>

- (d) The Supervisory Contract Specialist will serve as the Forms Management Officer (FMO) for West Virginia.